

REGISTRATION PROCEDURE

Spring 2026

I- Pre-Registration: December 01 to 05, 2025.

- 1- Log in to Student Information System (SIS) to retrieve your payment slip.
- 2- Before registration, kindly pay a **non-refundable Payment On Account** in the amount of 10,000,000 L.L. and 1500 US dollars in cash at the university to be deducted from the tuition fees if registered.
- 3- Check the posted course offering to decide which courses you need to register.
- 4- Register **online** according to the following schedule:

| Days | Student ID |
|-----------------------------|---------------------|
| Monday December 01, 2025 | XXXXXXX – A2120999 |
| Tuesday December 02, 2025 | A2210001 – A2220999 |
| Wednesday December 03, 2025 | A2310001 – A2320999 |
| Thursday December 04, 2025 | A2410001 – A2420999 |
| Friday December 05 2025 | A2510001 – A2512XXX |

- 5- Log in and get your courses registered; in case you face any problem, kindly ask your advisor for assistance or call the Office of the Registrar at extensions 1213, 1670, or 1245 to solve your problem.
- 6- Print your course schedule and make sure that all the information is correct (ID, name, semester, major, courses, and sections). **You are fully responsible for all data listed on your printout.**
- 7- **Log out and make sure you click the X button on the top right-hand corner.**
- 8- Log in to Student Information System (SIS) to print your payment slip, 72 hours following your pre-registration.

II- Final Registration:

Pay at the Bank before January 05, 2026 as a deadline; **otherwise, your pre-registration will be cancelled.**

III- Late Registration:

From January 12 to January 16, 2026.
A fee of 100 US dollars will be charged.

IV- Withdrawals

If, for justifiable reasons, a student decided to withdraw after registration, fees are refunded according to the following policy:

| | |
|---|---|
| Before the official beginning of semester | 100% of full tuition fees (except for the Non-refundable deposit) |
| During the first week of semester | 75% of full tuition fees |
| During the second week of semester | 50% of full tuition fees |
| After the second week of registration | 0% (The student will receive a grade of " W " on all courses and will be 100% financially responsible.) |

